PacMtn Workforce Development Council
Board Meeting Agenda
Thursday, June 28, 2018 ▪ 1:30 - 4:00 pm
Centralia Timberland Regional Library
110 S. Silver Street ▪ Centralia, WA 98531
Dial: 888-537-7715 Passcode: 60526531#
Pacmtn.adobeconnect.com/wdc

PACIFIC MOUNTAIN WORKFORCE DEVELOPMENT
building community prosperity

I. **Welcome & Leadership Reports** (Jim Larson, WDC Vice Chair, Officiating)
- **A.** Establish Quorum & Review Today's Agenda
- **B.** Board Chair Report
  - June 18, 2018 Executive Finance Committee Meeting Report Out
- **C.** CEO Report (Cheryl Fambles)
  - Video: The Work Ahead: Machines, Skills, and U.S. Leadership in the Twenty-First Century

II. **Action: Consent Agenda**

The Consent Agenda is a SINGLE item for Board consideration that encompasses items the Board would typically approve with little comment. Procedural items such as approval of Minutes, or other legal or housekeeping items are appropriate for a Consent Agenda. There can be explanation of items, but there is no discussion of the Consent Agenda. If discussion is warranted or requested ANY item can be immediately removed and placed on the regular Agenda for full board discussion.

- **A.** Approval of the March 2018 Board Minutes (Attachment #1)
- **B.** Approval of the 3rd Quarter Financial Statements (Attachment #2)

III. **Action Items & Strategic Discussions** (Bridget Lockling)
- **A.** Motion to Approve: PY18 Preliminary Final Budget as Approved at the June 8, 2018 Executive Finance Committee Meeting (Attachment #3)

IV. **Committee & Task Force Updates** (Task Force Leads)
- **A.** One Stop Committee – Cheryl Heywood
- **B.** Targeted Populations – Kairie Pierce & David Schaffert
- **C.** Business and Sector Engagement (BaSE) – Sean Murphy

V. **Board Learning Feature Topic** (Corinne Daffern)
- **A.** Life Science Upskill/Backfill Initiative (UBI) Project (Attachment #4)

VI. **Good of the Order & Announcements**

VII. **Farewell to Jim Larson, Board Vice Chair**

Upcoming Meetings

Date	Location
WDC Orientation Refresher **Thursday, July 26, 2018***	**Satsop Business Park** **150 Technology Lane** **Elma, WA 98541**
Regular WDC Meeting **Thursday, September 27, 2018***	**TBD**
Regular WDC Meeting **Thursday, November 29, 2018***	**TBD**
WDC Year End Celebration **Thursday, December 13, 2018***	**TBD**

The WDC Board takes action at Regular Meetings. Other gatherings are topic specific and informal.
*Dates are tentative. Please contact PacMtn offices at 360-704-3568 for confirmation of meeting dates, times and location.

2016 – 2018 WDC Members

Name	Business/Organization	Representation
1. Duane Evans	Port Blakely U.S. Forestry	Business: Wood Products Manufacturing
2. Jim Larson	Morningside	CBO/Serves Disabled Populations
3. Peter Lahmann	NW Laborers Employment Training Trust	Labor – Apprenticeship
4. Alissa Shay	Port of Grays Harbor	Business: Logistics Cross Sector
5. Dru Garson	Greater Grays Harbor	Business: Economic Development
6. Derek Epps	Seattle Shellfish	Business: Aquaculture/Food Production
7. Jacquelin Earley	Sierra Pacific	Business: Wood Products Manufacturing
8. Steve Rogers	Pacific County Historical Society & Museum	Business: Tourism & Recreation
9. Jim Sayce	Pacific County EDC	Business: Economic Development
10. Michael Cade	Thurston County EDC	Business: Economic Development
11. David Schaffert	Thurston County Chamber	Business: Private Sector Enterprise
12. Anne Goranson	Employment Security Dept.	Wagner-Peyser Employment Service
13. Kairie Pierce	WA State Labor Council	Labor Organization
14. Cheryl Heywood	Timberland Regional Library	CBO/Serves All Populations
15. Dr. Jim Minkler	Grays Harbor College	Post-Secondary Higher Education

16. Mike Hickman	Educational School District #113	K-12 Education
17. Bob Guenther	Thurston, Lewis, Mason Counties Labor Council	Organized Labor
18. Paul Vertrees	DSHS/DVR	Vocational Rehab
19. Jason Reed	DSHS/Community Services	TANF-DSHS
20. Dawn Murphy	South Puget Sound Community College	Basic Education Acquisition (BedA): Regional
21. Bob Hitt	Toad Hall Cranberry Farms	Business: Food Production
22. Winfried Danke	CHOICE Regional Health Network	Business: Life Sciences
23. Bill Sullivan	Consultant	Business: Education and Technology Solutions Consultant
24. Diana Murphy	Regional Manager	Business: Staffing
25. Christina Riley *(effective July 1, 2018)*	Constructing Marketing Rep	Business: Labor/Apprenticeship
26. Vacant		Business: Lewis County
27. Vacant		Business: Mason County

PacMtn Workforce Development Council

WDC Meeting Minutes
Thursday, March 22, 2018 ▪ 1:30 – 4:00 pm
St. Martin's University
Norman Worthington Conference Center
5300 Pacific Ave SE ▪ Lacey, WA 98503
Dial: 888-214-7806 Passcode: 443898
Pacmtn.adobeconnect.com/wdc

Board Member Attendees: Duane Evans, Jim Larson, Alissa Shay, Dru Garson, Derek Epps (phone), Jacquelin Earley (phone), Steve Rogers, Jim Sayce (phone and online), Michael Cade, David Schaffert, Anne Goranson, Kairie Pierce, Cheryl Heywood, Mike Hickman, Bob Guenther, Paul Vertrees, Jason Reed, Bob Hitt, Diana Murphy (nominee)
Absent: Dr. Jim Minkler, Dawn Murphy, Winfried Danke, Bill Sullivan (nominee)
Staff: Cheryl Fambles, Bridget Lockling, Vanessa Wasman, Tameka Brice

I. Welcome & Leadership Reports

A. The meeting was called to order at 1:35 pm and quorum was established. The agenda was reviewed and no changes were made.

B. Board Chair Report – Duane Evans began his report by mentioning his attendance to the Pierce County Economic Development Council's Annual Meeting at the Convention Center where Camo2Commerce's role in establishing the WorkSource AJC on JBLM was named as a Top 10 Project. He also reminded the group to Like PacMtn on Facebook and that there are lots of great pictures that tell the PacMtn story such as the High Impact Community Grants with our Commissioners. He also said he's looking forward to hearing about this year's NAWB conference. He also mentioned today's Learning Topic and how interesting it sounded as well as mentioning the upcoming WDC meeting dates and encouraged members to suggest workforce development topics for the group to learn about at future meetings and that our default location is Satsop for meetings that don't take place at a location tied to the Learning Topic.

C. CEO Report – Cheryl gave her report that included various topics such as the Senator Murray's visit to JBLM to support C2C and the Year of the Spouse, the Poverty Reduction Workgroup she has recently joined, the High Impact Community Grants, the new 2017 PacMtn Impact Report, omnibus funding, WIOA funding increases, the closure of Kmart and Sears in Lewis County and the Rapid Response efforts around that as well as the Grays Harbor Community Hospital layoffs and strategy planning for those layoffs. Her full CEO report can be found on our website. She also mentioned the upcoming Consortium meeting agenda which is happening next week.

II. Consent Agenda

A. Approval of the November 2017 and December 2017 Board Minutes – *Bob Guenther motioned to approve the Minutes, seconded by Mike Hickman.* **Motion carries.**

B. Approval of Quarterly Financial Statements and Approval of the PY16 990 Tax Statement – *Michael Cade motioned to approve the Statements, seconded by Jim Larson.* **Motion carries.**

III. Committee & Task Force Updates

A. One Stop Committee – Cheryl Heywood said that at the last group meeting there was a report out on the quality improvement plan and that a one page charter was created for the plan. The group has met twice this year and that Timberland Regional Library (TRL) is planning for full certification by November 2018.

B. Adult Basic Education and Literacy – Cheryl Heywood said the last meeting took place at TRL and that the High School 21+ program was discussed. The State Board of Technical Colleges has $100K in funds for colleges to apply for the High School 21+ program within the colleges and have until the end of April to apply. Cheryl Heywood mentioned that TRL would be work with the awarded college to provide Chrome books and teachers will meet with HS 21+ students at various TRL locations.

C. Youth and Specialized Populations – David Schaffert and Kairie Pierce discussed the new committee charter saying that it was a blending of the Youth and Specialized Populations Task Forces to allow a broader spectrum of serving these commonly underserved populations and to showcase how these individuals can help businesses thrive. He said that the committee will create pathways, agency and resiliency in an effort to instill hope and reduce apathy for all job seekers and to make recommendations to the Workforce Development Council to prioritize fund procurement that addresses gaps in services. The next meeting is scheduled for April. David asked for a motion to approve the charter from the group. *The Committee moved to approve the revised Charter, seconded by Jim Larson.* **Motion carries**.

IV. Action Items & Strategic Discussions

A. Review January 2017 Board Retreat Notes and Discussion of Next Possible Steps – Cheryl Fambles reviewed the list of Enhanced Collaboration between the PacMtn WDC and Economic Development Councils. She said that this list will be taken to the EDCs to ask their thoughts and suggestions on this matter. Cheryl went through all seven items with most discussion around the last topic of reviewing possible Opportunity Zone designations for the region. The idea is to research and review the State's current position and the possibility of PacMtn regional inclusion. Some Board members mentioned their involvement in potential Opportunity Zones in the Grays Harbor and Pacific county areas and reported on their proposed plans for submitting Opportunity Zone designations tied to census areas.

B. Board Learning Feature Topic: Off Planet Research and Lab Tour – The group learned about St. Martin's involvement in creating a simulated version of the moon's surface and lunar dust in order to test space equipment in an environment that is similar to the harsh elements on and around the moon. Expensive space equipment is easily and quickly damaged on the moon due to its environment and the group was able to learn more about and tour parts of this lab as well as other areas of the University such as the robotics lab, 3D printing lab and more.

V. Good of the Order Items & Announcements

A. Kairie Pierce mentioned two public school employee apprenticeship events happening on April 23rd and 26th. She also mentioned the Regional Apprenticeship Conference taking place in December at the Tacoma Convention Center.

B. Bob Guenther announced the Trans Alta clean energy project.

C. Cheryl Heywood mentioned the Timberland Regional Library in Ilwaco is conducting an airplane pilot hiring event, bus passes being sold in more libraries and the first TRL kiosk will be at the Chain and Pedal Café in Hawks Prairie where patrons can check out and return library items.

Meeting adjourned at 3:20 pm

Submitted by: Vanessa Wasman, Administrative Assistant

PACIFIC MOUNTAIN WORKFORCE DEVELOPMENT

MEMORANDUM

To: PacMtn WDC Members

From: Bridget Lockling, Director of Finance & Administrative Services

Date: June 21, 2018

Subject: 3rd Quarter Financial Statements

3rd Quarter Financial Statements: Financial Statements are provided to reflect activity through March 31, 2018. These financial statements reflect the recently approved budget modification. Third quarter expenditures show no major concerns. While some subcontractor expenses are behind they are focusing on spending expiring grant funds so that others that are continuing will be available next program year. Admin operations are 92% of target. We are on target to hit our obligation targets on our WIOA formula grants.

Our Statement of Financial Position reflects a net loss for the year of $212,854. This is due to losses in our MyJOB and WorkFirst program. The MyJOB program losses are due to major program and staffing changes that occurred over the summer. We made significant earnings in PY16 so this offsets those earnings and we are still ahead project to date. The WorkFirst program has had a significant decrease in referrals so with fewer participants needing service our ability to generate payment point earnings is down. We have enacted program changes to address the losses. With additional program options in WorkFirst available and activity increasing in MyJOB we anticipate no further losses for the year.

Approved at the June 8, 2018 Executive Finance Committee Meeting with recommended do pass to the WDC Board.

Pacific Mountain Workforce Development Council
NOTES TO FINANCIAL STATEMENTS
Program Year July 1, 2017 through June 30, 2018

For month ending March 31, 2018

These notes pertain to the Statement of Activities, Statement of Financial Position and Statement Cash Flows attached.

1) The Statement of Activities provides a summary of expenses compared to revenue earned for the period, reported on an accrual basis (pgs 2-3). This is then compared with current period budgets and year to date budgets. More emphasis will be placed on year to date spending rather than on a monthly basis because timing may be off slightly from month to month from last year. The budgeted numbers reflect

AREAS OF NOTE:

a) WIOA Formula contractor spending is behind in the Dislocated Worker Program. Some of this is due to the other contracts that are available to spend on this population that expire earlier.

b) The Incumbent Worker Training for childcare has started but no major training through March.

c) Contracts for Sector Strategies, Increased Employment and Healthcare initiatives started later than planned.

d) In house program spending is within targets. The C2C grant funding that was set to expire 12/31/17 has been extended through 3/31/18. New grant is available 1/1/18. We were unable to spend about $1 million of the expiring grant.

e) High Impact Community Grants have started but activities will go through 9/30 so will appear under budget as costs were set for this program year.

f) Overall administration office budget is on target through the third quarter.

g) Audit fees are under due to timing, the audit started 2 months later than expected. Audit costs will be double what was budgeted.

h) Mailing services are over budget due to having to purchase a new postage machine. The other one was no longer supported from the company.

i) Auto repairs are over budget due to an unanticipated repair on one of our older fleet vehicles.

2) Page 5 represents a summary of spending levels by program compared to total budgeted amounts available. This is further sectioned according to source of funds.

3) The Statement of Financial Position represents the organizations net assets, comparing current assets and liabilities. We currently have net assets of $812,808. Net assets have decreased by $27,799 since last quarter due to losses in our payment point programs. We anticipate that 4th quarter will lead to an increase in net assets due to increased program activity.

4) The Statement of Cash Flows represents the cash received and used during the time period. This reflects we have sufficient cash on hand to handle our daily operating transactions. Our cash balances are higher due to better timing of drawdowns and shorter delays on reimbursements from some grants. Purchases of equipment reflects the new cubicle system in the admin office. There is a 2 day turnaround time for cash requests to the State for our WIOA Formula fund reimbursements and a 1 day turnaround for cash requests made to Department of Labor. Cash requests for the WorkFirst grant take one to two weeks, while some of our smaller grants are only reimbursed on a monthly basis. We keep enough unrestricted funds available for use to cushion gaps in reimbursement times.

Pacific Mountain Workforce Development Council
STATEMENT OF ACTIVITIES
PY17 Budget to Actual Report

For month end March 2018	Current Year Actual	Current Year Budget	Variance	Total Budget	Balance Remaining	% Spent	Target %
REVENUES							
Grant & Contracts	6,827,202.42	9,823,093.55	2,995,891.13	**16,759,192.42**	**9,931,990.00**	**41%**	**59%**
Other	-	-	-	**-**	**-**	0%	0%
Total Revenues	**6,827,202.42**	**9,823,093.55**	**2,995,891.13**	**16,759,192.42**	**9,931,990.00**	**41%**	**59%**
EXPENSES							
Program Services							
Direct Participant Services	5,035,545.08	7,589,205.72	2,553,660.64	10,107,507.19	5,071,962.11	50%	75%
Business Services & Solutions	492,510.23	520,065.17	27,554.94	663,334.76	170,824.53	74%	78%
Special Impact Projects	198,353.13	246,061.24	47,708.11	330,028.22	131,675.09	60%	75%
Misc Contracts & Projects	19,086.99	30,068.96	10,981.97	40,091.95	21,004.96	48%	75%
Subtotal	5,745,495.43	8,385,401.09	2,639,905.66	11,140,962.12	5,395,466.69	52%	75%
Administrative Services							
Admin Office Operations	1,190,221.87	1,292,567.46	102,345.59	1,718,642.54	528,420.67	69%	75%
Transition Activities	36,693.73	70,125.00	33,431.27	93,500.00	56,806.27	39%	75%
Integrated Service Activities	69,280.28	75,000.00	5,719.72	100,000.00	30,719.72	69%	75%
AmeriCorps Activities	-	-	-	-	-	#DIV/0!	#DIV/0!
Subtotal	1,296,195.88	1,437,692.46	141,496.58	1,912,142.54	615,946.66	68%	75%
TOTAL EXPENSES	**7,041,691.31**	**9,823,093.55**	**2,781,402.24**	**13,053,104.66**	**6,011,413.35**	**54%**	**75%**
Change in Net Assets	**(214,488.89)**	**-**	**214,488.89**	**3,706,087.76**			

Beginning Net Assets	*1,025,663*
Plus current Net Assets	*(214,489)*
Change in special funds	*1,633*
Ending Unrestricted Net Assets	*812,807*

Pacific Mountain Workforce Development Council

STATEMENT OF ACTIVITIES

Expense Detail

PY17 Budget to Actual Report

For month end March 2018	Current Period Actual	Current Period Budget	Variance	Current Year Actual	Current Year Budget	Variance	Total Budget	Balance Remaining	% Spent	Target %
REVENUES										
Grant & Contracts	907,889.35	933,670.27	25,780.92	6,827,202.42	9,823,093.55	2,995,891.13	**16,759,192.42**	**9,931,990.00**	**41%**	**59%**
Other	-	-	-	-	-	-	**-**	**-**	**0%**	**0%**
Total Revenues	**907,889.35**	**933,670.27**	**25,780.92**	**6,827,202.42**	**9,823,093.55**	**2,995,891.13**	**16,759,192.42**	**9,931,990.00**	**41%**	**59%**
EXPENSES										
PROGRAM SERVICES										
Direct Participant Services										
Adult Contracted Programs (Career Path Services-CPS)	69,172.64	76,951.08	7,778.44	565,407.10	692,559.75	127,152.65	923,413.00	358,005.90	61%	75%
Dislocated Worker Contracted Programs (CPS)	115,821.18	95,259.83	(20,561.35)	613,573.97	857,337.50	243,763.53	1,143,117.00	529,543.03	54%	75%
Youth Contracted Programs (ResCare)	79,105.29	85,788.83	6,683.54	697,765.39	772,099.50	74,334.11	1,039,466.00	341,700.61	67%	74%
Incumbent Worker Training (CCAC)	403.99	23,333.33	22,929.34	4,886.90	70,000.00	65,113.10	140,000.00	135,113.10	3%	50%
Sector Strategies (CPS)	1,351.44	20,055.50	18,704.06	1,351.44	60,166.50	58,815.06	120,333.00	118,981.56	1%	50%
Grays Harbor Foundation (CPS)	260.49	662.12	401.63	4,054.33	5,959.04	1,904.71	7,945.38	3,891.05	51%	75%
Rapid Response Initiatives (CPS)	16,144.23	12,656.84	(3,487.39)	59,880.48	113,911.60	54,031.12	126,568.00	66,687.52	47%	90%
Rapid Response Increased Employment (CPS, ResCare)	38,606.70	33,909.86	(4,696.84)	84,228.87	135,639.43	51,410.56	448,327.00	364,098.13	19%	30%
TAP-Healthcare (SPSCC, Centralia College)	7,219.73	21,000.00	13,780.27	38,331.21	189,000.00	150,668.79	252,000.00	213,668.79	15%	75%
Career Connect WA (CPS, ResCare, ESD113, AJAC)	287.34	4,999.83	4,712.49	2,287.34	14,999.50	12,712.16	29,999.00	27,711.66	8%	50%
Workforce Central-C2C	3,225.64	22,416.67	19,191.03	195,962.20	201,750.00	5,787.80	269,000.00	73,037.80	73%	75%
YouthWorks-Big Brother Big Sisters	2,550.43	3,150.30	599.87	31,352.72	28,352.72	(3,000.00)	28,352.72	(3,000.00)	111%	100%
DVR-Morningside & Arc of Grays Harbor	-	-	-	71,508.00	79,585.00	8,077.00	302,166.00	230,658.00	24%	26%
In House Programs										
WorkFirst	88,459.42	101,567.16	13,107.74	877,512.81	914,104.46	36,591.65	1,218,805.95	341,293.14	72%	75%
PREP	7,258.59	16,670.17	9,411.58	76,210.11	104,724.91	28,514.80	154,735.41	78,525.30	49%	68%
C2C, Microsoft, Saltchuk	141,847.11	114,034.89	(27,812.22)	1,297,047.38	2,712,541.07	1,415,493.69	3,054,645.73	1,757,598.35	42%	89%
JRA-MyJob	53,025.47	70,719.42	17,693.95	414,184.83	636,474.75	222,289.92	848,633.00	434,448.17	49%	75%
Subtotal Direct Participant Services	**624,739.69**	**703,175.84**	**78,436.15**	**5,035,545.08**	**7,589,205.72**	**2,553,660.64**	**10,107,507.19**	**5,071,962.11**	**50%**	**75%**
Business Services										
B2B-(Thurston County Chamber)	33,378.12	37,256.53	3,878.41	288,199.17	335,308.79	47,109.62	447,078.38	158,879.21	64%	75%
B2B-C2C (TCC)	10,799.67	6,750.00	(4,049.67)	120,254.37	108,831.05	(11,423.32)	129,081.05	8,826.68	93%	84%
C2C-(Tacoma Pierce Chamber)	10,326.87	3,750.00	(6,576.87)	84,056.69	75,925.33	(8,131.36)	87,175.33	3,118.64	96%	87%
Subtotal Business Services	**54,504.66**	**47,756.53**	**(6,748.13)**	**492,510.23**	**520,065.17**	**27,554.94**	**663,334.76**	**170,824.53**	**74%**	**78%**
Special Impact Projects										
Advanced Manufacturing (TC EDC, CPS)	-	-	-	62,760.71	89,874.59	27,113.88	89,874.59	27,113.88	70%	100%
Career Pathways	-	3,694.16	3,694.16	37,622.00	33,247.43	(4,374.58)	44,329.90	6,707.90	85%	75%
WBL/Career Connection/AmeriCorps	10,764.57	7,568.64	(3,195.93)	52,027.81	68,117.80	16,089.99	110,823.73	58,795.92	47%	61%
Rural County-High Impact Community Projects	8,942.61	7,142.86	(1,799.75)	8,942.61	28,571.43	19,628.82	50,000.00	41,057.39	18%	57%
Layoff Aversion-Hospitality	5,750.00	2,916.67	(2,833.33)	37,000.00	26,250.00	(10,750.00)	35,000.00	(2,000.00)	106%	75%
Subtotal Special Impact Projects	**25,457.18**	**21,322.33**	**(4,134.85)**	**198,353.13**	**246,061.24**	**47,708.11**	**330,028.22**	**131,675.09**	**60%**	**75%**
Misc Contracts/Projects										
Outreach & Communications	2,618.24	1,299.33	(1,318.91)	10,086.99	11,693.96	1,606.97	15,591.95	5,504.96	65%	75%
TAP-Hospitality (WHAEF)	-	791.67	791.67	9,000.00	7,125.00	(1,875.00)	9,500.00	500.00	95%	75%
SeaKing-JRA/MyJOB	-	1,250.00	1,250.00	-	11,250.00	11,250.00	15,000.00	15,000.00	0%	75%
Subtotal Misc Contracts/Projects	**2,618.24**	**3,341.00**	**722.76**	**19,086.99**	**30,068.96**	**10,981.97**	**40,091.95**	**21,004.96**	**48%**	**75%**
SUBTOTAL PROGRAM SERVICES	**707,319.77**	**775,595.69**	**68,275.92**	**5,745,495.43**	**8,385,401.09**	**2,639,905.66**	**11,140,962.12**	**5,395,466.69**	**52%**	**75%**
ADMINISTRATIVE SERVICES										
Administrative Office Operations										
Salaries & Benefits										
Salaries	79,470.53	80,027.03	556.50	685,448.28	687,496.71	2,048.43	917,123.04	**231,674.76**	**75%**	**75%**
Benefits	28,749.75	30,936.64	2,186.89	258,897.53	286,837.50	27,939.97	390,328.50	**131,430.97**	**66%**	**73%**
Total Salaries & Benefits	**108,220.28**	**110,963.67**	**2,743.39**	**944,345.81**	**974,334.21**	**29,988.40**	**1,307,451.54**	**363,105.73**	**72%**	**75%**
Travel & Training Expenses										
Mileage	255.20	520.83	265.63	3,180.23	4,687.50	1,507.27	6,250.00	**3,069.77**	**51%**	**75%**

Prepared 05/25/2018 by Bridget Lockling

Travel	2,353.10	1,041.67	(1,311.43)	7,044.63	9,375.00	2,330.37	12,500.00	**5,455.37**	**56%**	**75%**
Conf/Conv/Mtgs/Reg	95.00	337.50	242.50	5,446.20	6,997.50	1,551.30	8,010.00	**2,563.80**	**68%**	**87%**
Gasoline for PMWDC Vehicles	36.44	66.67	30.23	368.94	600.00	231.06	800.00	**431.06**	**46%**	**75%**
Board Travel	5,436.04	641.67	(4,794.37)	6,150.79	5,775.00	(375.79)	7,700.00	**1,549.21**	**80%**	**75%**
Board Supplies & Support	71.35	1,460.00	1,388.65	9,625.16	15,120.00	5,494.84	19,500.00	**9,874.84**	**49%**	**78%**
Staff develop/Training	-	625.00	625.00	2,976.41	5,625.00	2,648.59	7,500.00	**4,523.59**	**40%**	**75%**
Total Staff Expenses	**8,247.13**	**4,693.33**	**(3,553.80)**	**34,792.36**	**48,180.00**	**13,387.64**	**62,260.00**	**27,467.64**	**56%**	**77%**
Professional Services										
Accounting & Auditing	2,615.25	-	(2,615.25)	21,730.35	22,000.00	269.65	22,000.00	**269.65**	**99%**	**100%**
Legal Fees	-	300.00	300.00	-	2,700.00	2,700.00	3,600.00	**3,600.00**	**0%**	**75%**
Professional Services/Consult	2,268.91	5,383.33	3,114.42	20,093.46	48,450.00	28,356.54	64,600.00	**44,506.54**	**31%**	**75%**
Temp & Interim Contracts	411.29	1,166.67	755.38	411.29	10,500.00	10,088.71	14,000.00	**13,588.71**	**3%**	**75%**
Licenses	1,715.39	2,143.33	427.94	22,862.71	19,290.00	(3,572.71)	25,720.00	**2,857.29**	**89%**	**75%**
Total Professional Services	**7,010.84**	**8,993.33**	**1,982.49**	**65,097.81**	**102,940.00**	**37,842.19**	**129,920.00**	**64,822.19**	**50%**	**79%**
Facilities										
Rent	6,785.35	7,440.08	654.73	61,135.12	66,960.75	5,825.63	89,281.00	**28,145.88**	**68%**	**75%**
Utilities	-	-	-		-	-	-	**-**	**#DIV/0!**	**#DIV/0!**
Total Facilities	**6,785.35**	**7,440.08**	**654.73**	**61,135.12**	**66,960.75**	**5,825.63**	**89,281.00**	**28,145.88**	**68%**	**75%**
Supplies & Communications										
Supplies	4,960.62	1,166.67	(3,793.95)	9,331.50	10,500.00	1,168.50	14,000.00	**4,668.50**	**67%**	**75%**
Telephone & telecomm	617.53	1,166.67	549.14	5,981.11	10,500.00	4,518.89	14,000.00	**8,018.89**	**43%**	**75%**
Postage & Shipping	100.00	62.50	(37.50)	552.70	562.50	9.80	750.00	**197.30**	**74%**	**75%**
Mailing Services	-	33.33	33.33	570.55	300.00	(270.55)	400.00	**(170.55)**	**143%**	**75%**
Printing & copying	317.01	416.67	99.66	2,334.91	3,750.00	1,415.09	5,000.00	**2,665.09**	**47%**	**75%**
Books/Subscriptions/Ref	31.85	104.17	72.32	1,121.96	937.50	(184.46)	1,250.00	**128.04**	**90%**	**75%**
Total Communications	**6,027.01**	**2,950.00**	**(3,077.01)**	**19,892.73**	**26,550.00**	**6,657.27**	**35,400.00**	**15,507.27**	**56%**	**75%**
Equipment/Maintenance/Software/Rental										
IT Supplies/Minor Equipment/Tech Equip	32.15	1,212.50	1,180.35	12,462.14	10,912.50	(1,549.64)	14,550.00	**2,087.86**	**86%**	**75%**
Equipment Rental & maint	122.85	179.17	56.32	1,106.82	1,612.50	505.68	2,150.00	**1,043.18**	**51%**	**75%**
Auto Repair & Maintenance	-	83.33	83.33	1,475.59	750.00	(725.59)	1,000.00	**(475.59)**	**148%**	**75%**
Auto Lease	211.99	280.00	68.01	1,910.05	1,960.00	49.95	2,800.00	**889.95**	**68%**	**70%**
Total Equipment/Small Tools	**366.99**	**1,755.00**	**1,388.01**	**16,954.60**	**15,235.00**	**(1,719.60)**	**20,500.00**	**3,545.40**	**83%**	**74%**
Depreciation										
Depreciation-Automobile	1,893.31	692.50	(1,200.81)	5,615.57	6,232.50	616.93	8,310.00	**2,694.43**	**68%**	**75%**
Deprec & amort - other	-	187.50	187.50	1,005.87	1,687.50	681.63	2,250.00	**1,244.13**	**45%**	**75%**
Total Depreciation	**1,893.31**	**880.00**	**(1,013.31)**	**6,621.44**	**7,920.00**	**1,298.56**	**10,560.00**	**3,938.56**	**63%**	**75%**
Other										
Interest-general/Bank Fees	422.46	375.00	(47.46)	3,680.70	3,375.00	(305.70)	4,500.00	**819.30**	**82%**	**75%**
Insurance-Gen Liability	1,288.16	1,395.83	107.67	11,419.22	12,562.50	1,143.28	16,750.00	**5,330.78**	**68%**	**75%**
Membership Dues	228.00	170.00	(58.00)	14,035.97	15,260.00	1,224.03	15,770.00	**1,734.03**	**89%**	**97%**
Notifications	142.00	166.67	24.67	1,600.00	1,500.00	(100.00)	2,000.00	**400.00**	**80%**	**75%**
Other Expenses	23.72	83.33	59.61	2,867.18	2,750.00	(117.18)	3,000.00	**132.82**	**96%**	**92%**
Community Outreach/Ed	-	2,083.33	2,083.33	10,500.00	18,750.00	8,250.00	25,000.00	**14,500.00**	**42%**	**75%**
Contractor Support/In Kind	61.86	-	(61.86)	1,072.99	-	(1,072.99)	-	**(1,072.99)**	**#DIV/0!**	**#DIV/0!**
Transfer to Unrestricted	-	-	-	(3,794.06)	(3,750.00)	44.06	(3,750.00)	**44.06**	**101%**	**100%**
Total Other	**2,166.20**	**4,274.17**	**2,107.97**	**41,382.00**	**50,447.50**	**9,065.50**	**63,270.00**	**21,888.00**	**65%**	**80%**
Subtotal Admin Office Operating Budget	**140,717.11**	**141,949.58**	**1,232.47**	**1,190,221.87**	**1,292,567.46**	**102,345.59**	**1,718,642.54**	**528,420.67**	**69%**	**75%**
Transition & AJC Activities	**8,547.42**	**7,791.67**	**(755.75)**	**36,693.73**	**70,125.00**	**33,431.27**	**93,500.00**	**56,806.27**	**39%**	**75%**
One Stop Operator	**12,041.30**	**8,333.33**	**(3,707.97)**	**69,280.28**	**75,000.00**	**5,719.72**	**100,000.00**	**30,719.72**	**69%**	**75%**
SUBTOTAL ADMINISTRATIVE SERVICES	**161,305.83**	**158,074.58**	**(3,231.25)**	**1,296,195.88**	**1,437,692.46**	**141,496.58**	**1,912,142.54**	**615,946.66**	**68%**	**75%**
TOTAL EXPENSES	**868,625.60**	**933,670.27**	**65,044.67**	**7,041,691.31**	**9,823,093.55**	**2,781,402.24**	**13,053,104.66**	**6,011,413.35**	**119%**	**150%**
Change in Net Assets	**39,263.75**	**-**	**(39,263.75)**	**(214,488.89)**	**-**	**214,488.89**	**3,706,087.76**			

Beginning Net Assets	*774,513*	*1,025,663*	
Plus current Net Assets	*39,264*	*(214,489)*	
Change in special funds	*(969)*	*1,633*	
Ending Unrestricted Net Assets	*812,808*	*812,807*	

Prepared 05/25/2018 by Bridget Lockling

Pacific Mountain Workforce Development Council

Grant Balance by Program

PY17 Budget to Actual Report

Through March 31, 2018

	Department of Labor/WIA/WIOA Funds			Department of Commerce			Other Funds		
	YTD Actual	Annual Budget	Remaining	YTD Actual	Annual Budget	Remaining	YTD Actual	Annual Budget	Remaining
Program:									
Workforce Innovation & Opportunity Act (WIOA) Grants									
WIOA Youth	884,675.50	1,402,299.26	517,623.76						
WIOA Adult	868,628.85	1,512,649.40	644,020.55						
WIOA Dislocated Worker	1,031,649.91	1,969,140.73	937,490.82						
WIOA Admin Cost Pool	226,840.47	797,822.84	570,982.37						
YouthWorks2 (6/1/16-3/31/18)	34,077.09	34,077.67	0.58						
Camo to Commerce (1/1/14-12/31/2018)	1,877,591.57	4,962,109.47	3,084,517.90						
Sector Strategies (9/1/15-6/30/18)	4,929.39	130,248.15	125,318.76						
Career Connect WA (1/1/18-9/30/19)	2,350.57	150,000.00	147,649.43						
Rapid Response Initiatives	221,834.19	378,461.60	156,627.41						
Rapid Response Increased Employment	14,610.50	442,841.00	428,230.50						
TAP-Hospitality (4/18/17-8/31/17)	10,170.52	10,170.52	-						
TAP-Healthcare (6/28/17-3/31/19)	52,315.65	275,000.00	222,684.35						
WorkFirst (Community Jobs) (ends 6/30/18)				1,003,183.76	1,412,632.00	409,448.24			
Juvenile Rehabilitation-MyJOB (5/1/16-7/15/19)							598,742.91	2,450,000.00	1,851,257.09
Dept of Voc Rehab-PETS (3/16/16-3/15/18)							72,669.65	96,118.05	23,448.40
Dept of Voc Rehab-PETS (3/16/18-3/15/20)							-	496,000.00	496,000.00
Thurston County Jail Program (ends 12/31/17)							89,867.26	181,553.97	91,686.71
Dawkins Trust							2,870.95	21,989.60	19,118.65
Grays Harbor Foundation							4,054.33	7,945.38	3,891.05
Microsoft							20,364.57	20,364.57	-
Saltchuk							2,568.26	7,768.36	5,200.10
Total Program Grant Balance	5,229,674.21	12,064,820.64	6,835,146.43	1,003,183.76	1,412,632.00	409,448.24	791,137.93	3,281,739.93	2,490,602.00

Prepared 05/25/2018 by Bridget Lockling

Pacific Mountain Workforce Development Council

STATEMENT OF FINANCIAL POSITION *(Balance Sheet)*

March 31, 2018

	Beginning Year Balance	Current Period Balance	*Current Year Change*	Beginning Period Balance	*Current Period Change*
Assets					
Cash & Cash Equivalents	734,048	373,413	(360,635)	326,830	46,583
Accounts Receivable	1,158,229	1,291,488	133,259	1,025,003	266,485
Due from Related Parties	0	0	0	0	0
Notes Receivable	1,645	345	(1,300)	345	0
Pre-Paid Expenses	42,886	31,233	(11,653)	33,349	(2,116)
Investments - CD's	249,487	225,978	(23,509)	225,748	230
Long-Term Assets	42,740	34,034	(8,706)	36,935	(2,901)
Total Assets	2,229,035	1,956,491	(272,544)	1,648,210	308,281
Liabilities					
Contracts & Vendors Payable	783,545	738,129	(45,416)	496,966	241,163
Payroll, Taxes, & Benefits Payable	264,945	261,294	(3,651)	243,045	18,249
Paid Leave Payable	129,298	118,332	(10,966)	115,110	3,222
Deferred Revenues	15,714	9,091	(6,623)	9,352	(261)
Other Short-Term Payables	9,870	16,836	6,966	9,224	7,612
Total Liabilities	1,203,372	1,143,682	(59,690)	873,697	269,985
Unrestricted Net Assets	1,025,663	812,809	(212,854)	774,513	38,296
Total Net Assets	**1,025,663**	**812,809**	**(212,854)**	**774,513**	**38,296**
Total Liabilities and Net Assets	2,229,035	1,956,491	(272,544)	1,648,210	308,281

Pacific Mountain Workforce Development Council
STATEMENT OF CASH FLOWS
March 31, 2018

	Current Period	Current Year
Cash Flows from Operating Activities		
Receipts from Grants	641,144.03	6,667,321.44
Receipts from Contributors/Events	29.35	29,937.67
Depreciation (Net)	0.00	(6.00)
Payments to Suppliers	206,800.95	(503,848.40)
Payments to Employees	(270,492.38)	(2,519,706.00)
Payments to Program/Participant Activities	(530,898.97)	(4,059,291.16)
Total Cash Flows from Operating Activities	46,582.98	(385,592.45)
Cash Flows from Investing Activities		
Purchases of Equipment/Assets	0.00	6.00
Proceeds from Sale of Current Assets	0.00	0.00
Interest and Dividends	230.08	1,443.24
Purchases or Redemptions of Investments	(230.08)	23,508.52
Total Cash Flows from Investing Activities	0.00	24,957.76
Beginning Cash & Cash Equivalents	326,830.36	734,048.03
Ending Cash & Cash Equivalents	373,413.34	373,413.34

PACIFIC MOUNTAIN WORKFORCE DEVELOPMENT

PY17 Quarterly Reports Summary

Cumulative Data through 3/31/2018

*Participant figures span mutiple PYs

**Budget figures PY17 Program Services ONLY

***YW performance data are Internships and Other Work-Based Learning

Program Type	Participants Served to Date			Participants Placed to Date			Total Program Budget to Actual**			Considerations/Comments
Program	*Planned*	*Actual*	*% Achieved*	*Planned*	*Actual*	*% Achieved*	*Planned*	*Actual*	*% Achieved*	
Formula	**959**	**957**	**100%**	**336**	**300**	**89%**	**3,105,996**	**1,876,746**	**60%**	
Adult	280	293	105%	109	119	109%	923,413	565,407	61%	Services contracted to Career Path Services for 7/1/17-6/30/18
DW	341	339	99%	127	73	57%	1,143,117	613,574	54%	Services contracted to Career Path Services for 7/1/17-6/30/18
Youth	338	325	96%	100	108	108%	1,039,466	697,765	67%	Services contracted to ResCare for 7/1/17-6/30/18
Competitive	**2028**	**2015**	**99%**	**1497**	**1333**	**89%**	**4,228,268**	**1,912,465**	**45%**	
*C2C**	1725	1746	101%	1344	1270	94%	3,323,646	1,697,321	51%	Participant figures are project to date - Budget numbers for PY17 only with remaining to be used in PY18; project ends 12/31/18
Rapid Response Initiatives	32	40	125%	15	10	67%	126,568	59,880	47%	Participant totals for project to date-Budget total for PY17 only; project ends 6/30/18
Rapid Response Increased Emp.	22	24	109%	12	1	8%	237,369	84,229	35%	Contracts to Career Path & ResCare - Contracts through 6/30/19
Sector Strategies Partnership	75	97	129%	67	37	55%	120,333	1,351	1%	Grant extended - Contract finalized in January; Participant figures are project to date - Budget numbers PY17 only; project ends 6/30/18
TAP-Healthcare	89	22	25%	24	3	13%	252,000	38,331	15%	Services contracted to SPSCC , Centralia College, & Aberdeen High School. Programs goes through 3/31/19
*YouthWorks 2***	85	86	101%	35	12	34%	28,353	31,353	111%	BBBS; YW performance data are Internships and Other Work-Based Learning. Program ended 3/31/18
WorkFirst	**360**	**254**	**71%**	**360**	**207**	**58%**	**1,218,806**	**877,513**	**72%**	Internal PY17 planned participant figures used;
Other										
JRA MyJOB	300	180	60%	N/A	N/A	N/A	848,633	414,185	49%	Contract Mod executed 11/01/17, Project ends 6/30/19
*DVR-Internship**	37	31	84%	N/A	N/A	N/A	79,585	71,508	90%	PY1617 figures; Summer program
*Thurston County Jail - PREP**	75	82	109%	45	48	107%	154,735	76,210	49%	TC Jail is on calendar year contract, participant data converted to program year, budget amount goes through 12/31/18
TOTAL - ALL PROGRAMS	**3759**	**3519**	**94%**	**2238**	**1888**	**84%**	**9,636,024**	**5,228,628**	**54%**	

MEMORANDUM

To: PacMtn WDC Members

From: Bridget Lockling, Director of Finance & Administrative Services

Date: June 21, 2018

Subject: PY18 Preliminary Final Budget

PY18 Preliminary Final Budget: The attached budget documents reflect the proposed budget for our 2018 Program Year beginning July 1, 2018. These documents are provided to give you a summary of the budget and detail changes expected for the upcoming year.

As a reminder this version of the budget provides us a starting point for an operational budget to begin our new program year with. We do not have actual grant award amounts or final determinations of carry in so revenue and expenses are based on estimates and assumptions. Some new projects are not yet fully determined or structured so funding is ear marked with details to be developed. The Final version of the budget provided in the Fall will be corrected to show actual awards, carry in, contract and project expenses.

Revenue Projections

Our revenue forecast for PY18 is shy of $12 million, this is similar to what we started with the beginning of last year, but almost $5 million less than what we ended with. Our compliment of awards has changed with many of our competitive WIOA grants expired or expiring during the year. Without knowing our WIOA Formula awards for PY18 we have used projections provided by ESD. We anticipate higher awards in Adult and Youth, but a cut in Dislocated Worker funds. Currently our Camo2Commerce grant is set to expire as of December 31, 2018 which causes a drastic reduction in revenue for the year.

Our anticipated WIOA Formula carry in dollars for PY18 is larger for our Adult and DW grants, both from administration office carry in and contractor carry in, but less for Youth. All of our WIOA Competitive grants listed in PY18 are continuations from PY17 and all but 1 are set to expire during the year. These competitive grants play an important role in picking up portions of staff time, overhead and admin that help shift the burden from our Formula grants. Our WIOA Formula grants now reflect 48.4% of the overall budget, higher than the last couple of years. While our competitive grants reflect 24.4%, less than what we've experienced the last couple of years.

We are still unsure of the allocations in WorkFirst/TANF funds for next year but anticipate starting with a similar amount of funds. PY17 year's pay point gains will be minimal as costs during the year started out high. This pay point model is also the basis for the MyJOB program through JRA. Earning revenue in excess of cost promotes a focus on outputs deemed critical to successful outcomes and provides important unrestricted revenue for the agency. We anticipate having revenue meet expense needs through program year end.

Expense Projections and Board Guidance

The majority of our revenues are contracted back out to procured vendors to deliver services that adhere to the objectives of the award. These services are identified as either Direct Participant Services, Business Services & Solutions, Special Impact Projects or Misc Contracts & Projects. Our emphasis is on providing services that reach our customers-job seekers and employers.

From our Budget Workshop, Budget Q&A, survey and meeting discussions we have continued projects that you identified as important and have set-a-side funds to explore new opportunities to respond to your guidance.

High Impact Community Grants will continue at your request. In PY17 the efforts were focused on rural school districts to serve youth and young adults. In our new Career Connect WA grant we have budgeted an additional $50k to support these community grants.

Our Community Outreach grants will continue and increase by $5,000 to respond to the additional need from projects that we are getting requests for.

Our commitment to Work Based Learning continues as our Career Connect WA grant helps us dedicate a staff person to these efforts. We are working on refining the deliverables for our Career preparation activities for youth. We have ear marked $100,000 to respond to career preparation which includes supporting our Uplift! program which is carried out by our AmeriCorps members.

Administrative Operations Budget

Our administration office budget shows a few changes, although minor in dollars compared to our total budget. Percent of administrative overhead has historically run 15%. This year's total administrative office cost to sustain the organization is $1.86 million, 16.5% of the budget. The admin office budget is part of a larger Administrative Services budget that also includes transition activities, AJC support and the One Stop Operator contract. The total budget for all administrative service categories are $2.04 million or 18% of the total budget. In the Admin Office budget the following additional resources will allow us to continue effectively managing the workload and expectations.

1. Cost of living adjustment, 1.5% (COLA) for all employees. New performance review process to recognize service years and merit increases.
2. An additional $5,000 - $6,000 provides performance incentives for employees who demonstrated exceptional performance in PY17.
3. The Professional Services budget will increase due to cost of procured IT services, continued website support and upgrades, and technical assistance to implement new software.
4. Other minor changes are noted that respond to historical trends and anticipated needs.

Motion to Approve

This budget reflects a progressive and thoughtful way to continue fulfilling our requirements and delivering quality services in the region. We recommend a motion to approve the PY18 Preliminary Final Budget as presented.

www.pacmtn.org | (360) 570-704-3568
WorkSource Thurston | 1570 Irving Street Tumwater WA 98512

Pacific Mountain Workforce Development Council
Program Year 2018
July 1, 2018 - June 30, 2019
Preliminary Budget by Budget Category

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total
Budgeted Revenues:						
Workforce Innovation and Opportunity Act (WIOA) 'Formula' Grants						
WIOA Admin Cost Pool (ACP)	-	-	-	-	861,610.00	861,610.00
WIOA Adult	953,505.45	255,823.00	35,000.00	30,000.00	237,593.55	1,511,922.00
WIOA Dislocated Worker	1,507,465.59	175,823.00	-	30,000.00	232,271.41	1,945,560.00
WIOA Youth	1,029,233.53	-	135,000.00	20,000.00	239,871.47	1,424,105.00
Subtotal	3,490,204.57	431,646.00	170,000.00	80,000.00	1,571,346.43	5,743,197.00
Competitive WIOA' Grants						
Camo2Commerce *(1/1/14 - 12/31/18)*	1,141,088.00	122,000.00	-	-	156,262.00	1,419,350.00
TAP-Upskill/Backfill-Healthcare *(6/28/17 - 3/31/19)*	145,000.00	-	-	-	5,000.00	150,000.00
Career Connect WA *(1/1/18-9/30/19)*	773,650.00	-	50,000.00	-	120,000.00	943,650.00
Rapid Response Increased Employment *(7/1/17-6/30/19)*	365,958.00	-	-	-	17,506.00	383,464.00
Subtotal	2,425,696.00	122,000.00	50,000.00	-	298,768.00	2,896,464.00
Department of Commerce Grants						
WorkFirst (Community Jobs) *(7/1/17-6/30/18)*	1,175,317.95	-	6,000.00	-	188,326.05	1,369,644.00
Department of Social & Health Services Grants						
Dept of Voc Rehabilitation -PreEmployment Skills *(3/16/18-3/15/20)*	350,163.00	-	-	-	45,837.00	396,000.00
Juvenile Rehabilitation - My JOB *(5/1/16-7/15/19)*	1,100,369.00	-	4,000.00	15,000.00	255,000.00	1,374,369.00
Subtotal	1,450,532.00	-	4,000.00	15,000.00	300,837.00	1,770,369.00
Other' Grants						
Thurston County Jail Program *(1/1/17 - 12/31/17)*	59,000.00	-	-	-	6,000.00	65,000.00
Dawkins Trust	-	-	15,000.00	-	-	15,000.00
GH Foundation	1,000.00	-	-	-	-	1,000.00
Saltchuk	5,000.00	-	-	-	-	5,000.00
Subtotal	65,000.00	-	15,000.00	-	6,000.00	86,000.00
Total Revenue	**8,606,750.52**	**553,646.00**	**245,000.00**	**95,000.00**	**2,365,277.48**	**11,865,674.00**

Budgeted Expenditures:

Program Services	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total
WIOA Formula						
Adult Contracted Programs (Career Path Services)	965,274.00					965,274.00
Dislocated Worker Contracted Programs (Career Path Services)	1,336,126.00					1,336,126.00
Youth Contracted Programs (ResCare)	1,023,380.00					1,023,380.00
Incumbent Worker Training (TBD)	150,000.00	-	-	-	-	150,000.00
Business Services (Thurston Co. Chamber)	-	431,646.00	-	-	-	431,646.00
Work-Based Learning/Career Connections/AmeriCorps support			100,000.00			100,000.00
Career Pathways, Outreach, Misc			-	80,000.00		80,000.00
High Impact Grants-Youth & Young Adult	-	-	70,000.00	-	-	70,000.00
Subtotal	3,474,780.00	431,646.00	170,000.00	80,000.00	-	4,156,426.00
WIOA Competitive						
Camo2Commerce In-house Program	1,017,088.00					1,017,088.00
Camo2Commerce Contracted (Thurston Chamber, Pierce Chamber, WI	124,000.00	122,000.00		-		246,000.00
Career Connect In-house Program	82,750.00					82,750.00
Career Connect WA (CPS, ResCare, AJAC, ESD113)	690,900.00		50,000.00			740,900.00
Rapid Response Increased Employment	365,958.00				-	365,958.00
TAP-Healthcare Contracted (SPSCC, Centralia College)	145,000.00					145,000.00
Subtotal	2,425,696.00	122,000.00	50,000.00	-	-	2,597,696.00

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total
WorkFirst & Other						
WorkFirst In-house Program Thurston, Mason, Lewis Co.	1,175,317.95		6,000.00			1,181,317.95
Thurston County PREP Jail In house Program	59,000.00					59,000.00
Dawkins Trust	-		15,000.00			15,000.00
DVR - Contracted	111,163.00					111,163.00
JRA In-house Program	1,100,369.00		4,000.00			1,104,369.00
JRA - Contracted	-			15,000.00		15,000.00
Grays Harbor Foundation	1,000.00					1,000.00
Saltchuk	5,000.00	-	-	-	-	5,000.00
Subtotal	2,451,849.95	-	25,000.00	15,000.00	-	2,491,849.95
						-
Program Expense Total	**8,352,325.95**	**553,646.00**	**245,000.00**	**95,000.00**	**-**	**9,245,971.95**
Administrative Services						
Administrative Office Operations						
Salaries					997,068.48	997,068.48
Benefits					424,719.12	424,719.12
Travel & Training					63,100.00	63,100.00
Professional Services					159,000.00	159,000.00
Facilities					89,281.00	89,281.00
Supplies & Communications					34,600.00	34,600.00
Equip/Maintenance/Rentals					16,420.00	16,420.00
Depreciation					8,310.00	8,310.00
Insurance					20,000.00	20,000.00
Memberships					15,770.00	15,770.00
Community Outreach					30,000.00	30,000.00
Misc					9,800.00	9,800.00
Transfer to Unrestricted					(3,750.00)	(3,750.00)
Admin Office Subtotal					1,864,318.60	1,864,318.60
Transition & AJC Activities						
Staffing					-	-
Subcontracts					50,506.00	50,506.00
Transition Subtotal					50,506.00	50,506.00
One Stop Operator						
Staffing					-	-
Subcontracts					125,000.00	125,000.00
One Stop Operator Subtotal					125,000.00	125,000.00
Administrative Expense Total					**2,039,824.60**	**2,039,824.60**
Total Expenditures	**8,352,325.95**	**553,646.00**	**245,000.00**	**95,000.00**	**2,039,824.60**	**11,285,796.55**

Admin Office Formula Carry Forward to PY19	***287,409***
Admin Office Carry Forward Ongoing Grants to PY19	***68,165***
Program Carry Forward Ongoing Grants to PY19	***239,000***
Total Carry Forward to PY19	***594,574***

Pacific Mountain Workforce Development Council
Program Year 2018
July 1, 2018 - June 30, 2019
Preliminary Budget Comparison

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total-PY18 Prelim	Total-PY17 Final Mod 1	Difference	Comments
Budgeted Revenues:									
Workforce Innovation and Opportunity Act (WIOA) 'Formula' Grants									
WIOA Admin Cost Pool (ACP)	-	-	-	-	861,610.00	861,610.00	797,822.84	63,787.16	More grant funds and carry in anticipated
WIOA Adult	953,505.45	255,823.00	35,000.00	30,000.00	237,593.55	1,511,922.00	1,512,649.40	(727.40)	More grant funds but less carry in anticipated
WIOA Dislocated Worker	1,507,465.59	175,823.00	-	30,000.00	232,271.41	1,945,560.00	1,969,140.73	(23,580.73)	Less grant funds and less carry in anticipated
WIOA Youth	1,029,233.53	-	135,000.00	20,000.00	239,871.47	1,424,105.00	1,402,299.26	21,805.74	More grant funds but less carry in anticipated
Subtotal	3,490,204.57	431,646.00	170,000.00	80,000.00	1,571,346.43	5,743,197.00	5,681,912.23	61,284.77	
Competitive WIOA' Grants									
YouthWorks 2 *(7/1/16 - 6/30/18)*	-	-	-	-	-	-	34,077.67	(34,077.67)	Grant expired
Camo2Commerce *(1/1/14 - 12/31/18)*	1,141,088.00	122,000.00	-	-	156,262.00	1,419,350.00	4,962,109.47	(3,542,759.47)	Portion of grant expired, remaining funds available from last increment awarded
Sector Strategies NEG *(5/1/17-4/30/18)*	-	-	-	-	-	-	130,248.00	(130,248.00)	Grant expired
Career Connect WA *(1/1/18-9/30/19)*	773,650.00	-	50,000.00	-	120,000.00	943,650.00	150,000.00	793,650.00	Increased award
Rapid Response Initiatives *(2/3/17 - 4/30/18)*	-	-	-	-	-	-	378,461.60	(378,461.60)	Grant expired
Rapid Response Increased Employment *(7/1/17-6/30/19)*	365,958.00	-	-	-	17,506.00	383,464.00	442,841.00	(59,377.00)	Remaining funds from continued grant award
TAP-Upskill/Backfill-Hospitality *(4/18/17 - 8/31/17)*	-	-	-	-	-	-	10,170.52	(10,170.52)	Grant expired
TAP-Upskill/Backfill-Healthcare *(6/28/17 - 3/31/19)*	145,000.00	-	-	-	5,000.00	150,000.00	275,000.00	(125,000.00)	Remaining funds from continued grant award
Subtotal	2,425,696.00	122,000.00	50,000.00	-	298,768.00	2,896,464.00	6,382,908.26	(3,486,444.26)	
Department of Commerce Grants									
WorkFirst (Community Jobs) *(7/1/18-6/30/19)*	1,175,317.95	-	6,000.00	-	188,326.05	1,369,644.00	1,412,632.00	(42,988.00)	Anticipate same amount as original award last year
Department of Social & Health Services Grants									
Div of Voc Rehab -PreEmployment Skills *(3/16/16-3/15/18)*	-	-	-	-	-	-	496,000.00	(496,000.00)	Grant expired
Juvenile Rehabilitation - My JOB *(5/1/16-7/15/19)*	1,100,369.00	-	4,000.00	15,000.00	255,000.00	1,374,369.00	2,450,000.00	(1,075,631.00)	Remaining funds from continued grant award
Div of Voc Rehab -PreEmployment Skills *(3/16/18-3/15/20)*	350,163.00	-	-	-	45,837.00	396,000.00	96,118.05	299,881.95	Remaining funds from continued grant award
Subtotal	1,450,532.00	-	4,000.00	15,000.00	300,837.00	1,770,369.00	3,042,118.05	(1,271,749.05)	
Other' Grants									
Thurston County Jail Program *(1/1/18 - 12/31/18)*	59,000.00	-	-	-	6,000.00	65,000.00	181,553.97	(116,553.97)	Remaining funds from continued grant award
Dawkins Trust	-	-	15,000.00	-	-	15,000.00	21,989.60	(6,989.60)	Remaining funds from continued grant award
GH Foundation	1,000.00	-	-	-	-	1,000.00	7,945.38	(6,945.38)	Remaining funds from continued grant award
Microsoft	-	-	-	-	-	-	20,364.57	(20,364.57)	Remaining funds from continued grant award
Saltchuk	5,000.00	-	-	-	-	5,000.00	7,768.36	(2,768.36)	Remaining funds from continued grant award
Subtotal	65,000.00	-	15,000.00	-	6,000.00	86,000.00	239,621.88	(153,621.88)	
Total Revenue	**8,606,750.52**	**553,646.00**	**245,000.00**	**95,000.00**	**2,365,277.48**	**11,865,674.00**	**16,759,192.42**	**(4,893,518.42)**	

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total-PY18 Prelim	Total-PY17 Final Mod 1	Difference	Comments
Budgeted Expenditures:									
Program Services	**Direct Participant Services**	**Business Services & Solutions**	**Special Impact Projects**	**Misc Contracts & Projects**	**Administrative Services**	**Total-PY18 Prelim**	**Total-PY17 Final Mod 1**	**Difference**	
WIOA Formula									
Adult Contracted Programs (Career Path Services)	965,274.00	-	-	-	-	965,274.00	923,413.00	41,861.00	Higher award and more carry in anticipated
Dislocated Worker Contracted Programs (Career Path Services)	1,336,126.00	-	-	-	-	1,336,126.00	1,143,117.00	193,009.00	Smaller award but more carry in anticipated
Youth Contracted Programs (ResCare)	1,023,380.00	-	-	-	-	1,023,380.00	1,039,466.00	(16,086.00)	Higher award but less than carry in anticipated
Incumbent Worker Training (Child Care Action Council and TBD)	150,000.00	-	-	-	-	150,000.00	100,000.00	50,000.00	Adding $50k to remaining funds
Advanced Manufacturing (TC EDC, CPS)	-	-	-	-	-	-	89,874.59	(89,874.59)	Project ended
Business Services (Thurston Co. Chamber)	-	431,646.00	-	-	-	431,646.00	447,078.38	(15,432.38)	Less carry in than last year
Work-Based Learning/Career Connections/AmeriCorps support	-	-	100,000.00	-	-	100,000.00	80,334.13	19,665.87	Higher funding due to full year implementation of
Career Pathways, Outreach, Misc	-	-	-	80,000.00	-	80,000.00	34,921.85	45,078.15	Adding funds for Industry Cluster Study
High Impact Grants-Youth & Young Adult	-	-	70,000.00	-	-	70,000.00	50,000.00	20,000.00	PY17 funds carried forward
Subtotal	3,474,780.00	431,646.00	170,000.00	80,000.00	-	4,156,426.00	3,908,204.95	248,221.05	
WIOA Competitive									
YouthWorks 2 Contracted - IMPACT (Big Brother Big Sisters)	-	-	-	-	-	-	28,352.72	(28,352.72)	Contract ended
Camo2Commerce In-house Program	1,017,088.00	-	-	-	-	1,017,088.00	3,026,512.80	(2,009,424.80)	Remaining funds available
Camo2Commerce Contracted (Thurston Chamber, Pierce Chamber, WFC)	124,000.00	122,000.00	-	-	-	246,000.00	485,256.38	(239,256.38)	Remaining funds available
Sector Strategies NEG (CPS)	-					-	120,333.00	(120,333.00)	Contract ended
Career Connect In-house Program	82,750.00	-	-	-	-	82,750.00	-	82,750.00	Adding staff to coordinate project
Career Connect WA (CPS, ResCare, AJAC, ESD113)	690,900.00	-	50,000.00	-	-	740,900.00	29,999.00	710,901.00	Higher award, new and expanded contracts
Rapid Response Initiatives Contracted (CPS, ResCare)	-		-			-	298,937.44	(298,937.44)	Contract ended
Rapid Response Increased Employment (CPS, ResCare, CCAC)	365,958.00	-	-	-	-	365,958.00	375,958.00	(10,000.00)	Remaining funds available
TAP-Hospitality Contracted (WA Hospitality Assoc)				-		-	9,500.00	(9,500.00)	Contract ended
TAP-Healthcare Contracted (SPSCC, Centralia College, Aberdeen SD)	145,000.00	-	-	-	-	145,000.00	252,000.00	(107,000.00)	Remaining funds available
Subtotal	2,425,696.00	122,000.00	50,000.00	-	-	2,597,696.00	4,626,849.34	(2,029,153.34)	
WorkFirst & Other									
WorkFirst In-house Program Thurston, Mason, Lewis Co.	1,175,317.95	-	6,000.00	-	-	1,181,317.95	1,224,305.95	(42,988.00)	Anticipated budget
Thurston County PREP Jail In house Program	59,000.00	-	-	-	-	59,000.00	154,735.41	(95,735.41)	Remaining funds available
Dawkins Trust	-	-	15,000.00	-	-	15,000.00	21,989.60	(6,989.60)	Remaining funds available
DVR - Contracted	111,163.00	-	-	-	-	111,163.00	302,166.00	(191,003.00)	Remaining funds available
JRA In-house Program	1,100,369.00	-	4,000.00	-	-	1,104,369.00	851,633.00	252,736.00	Remaining funds available
JRA - Contracted	-	-	-	15,000.00	-	15,000.00	15,000.00	-	
Grays Harbor Foundation	1,000.00	-	-	-	-	1,000.00	7,945.38	(6,945.38)	Remaining funds available
Microsoft	-			-		-	20,364.57	(20,364.57)	Funds fully utilized
Saltchuk	5,000.00	-	-	-	-	5,000.00	7,768.36	(2,768.36)	Remaining funds available
Subtotal	2,451,849.95	-	25,000.00	15,000.00	-	2,491,849.95	2,605,908.27	(114,058.32)	
						-			
Program Expense Total	**8,352,325.95**	**553,646.00**	**245,000.00**	**95,000.00**	**-**	**9,245,971.95**	**11,140,962.56**	**(1,894,990.61)**	

	Direct Participant Services	Business Services & Solutions	Special Impact Projects	Misc Contracts & Projects	Administrative Services	Total-PY18 Prelim	Total-PY17 Final Mod 1	Difference	Comments
Administrative Services									
Administrative Office Operations									
Salaries					997,068.48	997,068.48	917,123.04	79,945.44	Reflects full year of Comm staff and wage increases
Benefits					424,719.12	424,719.12	390,328.50	34,390.62	Reflects related benefits from full staffing and wage increases
Travel & Training					63,100.00	63,100.00	62,260.00	840.00	Additional travel needs from staff training/conferences
Professional Services					159,000.00	159,000.00	129,920.00	29,080.00	IT Support contract and software implementation services
Facilities					89,281.00	89,281.00	89,281.00	-	
Supplies & Communications					34,600.00	34,600.00	35,400.00	(800.00)	
Equip/Maintenance/Rentals					16,420.00	16,420.00	20,500.00	(4,080.00)	Funds for new PC and laptop purcahses
Depreciation					8,310.00	8,310.00	10,560.00	(2,250.00)	
Insurance					20,000.00	20,000.00	16,750.00	3,250.00	Increased insurance premiums
Memberships					15,770.00	15,770.00	15,770.00	-	
Community Outreach					30,000.00	30,000.00	25,000.00	5,000.00	Increased due to need and Board request
Misc					9,800.00	9,800.00	9,500.00	300.00	
Transfer to Unrestricted					(3,750.00)	(3,750.00)	(3,750.00)	-	
Admin Office Subtotal					1,864,318.60	1,864,318.60	1,718,642.54	145,676.05	
Transition & AJC Activities									
Staffing					-	-			
Subcontracts					50,506.00	50,506.00	93,500.00	(42,994.00)	Reduced activities and special funding for these projects
Transition Subtotal					50,506.00	50,506.00	93,500.00	(42,994.00)	
One Stop Operator									
Staffing					-	-			
Subcontracts					125,000.00	125,000.00	100,000.00	25,000.00	Increased to support process improvement and professional development of system staff
One Stop Operator Subtotal					125,000.00	125,000.00	100,000.00	25,000.00	
Administrative Expense Total					**2,039,824.60**	**2,039,824.60**	**1,912,142.54**	**127,682.05**	
Total Expenditures	**8,352,325.95**	**553,646.00**	**245,000.00**	**95,000.00**	**2,039,824.60**	**11,285,796.55**	**13,053,105.10**	**(1,767,308.56)**	

Admin Office Formula Carry Forward to PY18	***287,409***	***720,754***
Admin Office Carry Forward Ongoing Grants to PY18	***68,165***	***673,547***
Program Carry Forward Ongoing Grants to PY18	***239,000***	***2,266,294***
Total Carry Forward to PY18	***594,574***	***3,660,595***

PY 18 Revenues - $11,865,674

WIOA Formula Grants $5,743,197

- Admin Cost Pool $861,610
- Adult $1,511,922
- Dislocated Worker $1,945,560
- Youth $1,424,105

48.4%

WIOA Competitive Grants $2,896,464

- Camo2Commerce $1,419,350
- TAP-Healthcare $150,000
- Career Connect WA $943,650
- RR Increased Emp $383,464

24.4%

Dept of Commerce Grants 1,369,644

- WorkFirst $1,369,644

11.5%

DSHS Grants $1,770,369

- DVR $396,000
- JRA $1,374,369

14.9%

Other, State, Local Funding 86,000

- Thurston Co. Jail $65,000
- Dawkins Trust $15,000
- Grays Harbor Foundation $1,000
- Saltchuk $5,000

.7%

PY 18 Expenses - $11,285,796

Direct Participant Services

- Adult/DW (Career Path)
- Youth (ResCare)
- In-house Programs

$8,352,326

- WBL-Career Connect
- Summer Internships
- Incumbent Workers

74.0%

Business Services & Solutions

- Thurston Co. Chamber
- Pierce Co. Chamber

$553,646

4.9%

Special Impact Projects

- WorkBased Learning, Upflift!, AmeriCorps
- High Impact Projects

$245,000

- Career Pathways, Layoff Aversion Misc

2.2%

Misc Contracts

- Sea-King WDC
- Industry Cluster Study

$95,000

- Communication Strategies & Outreach Materials

.08%

Administrative Services

- Admin Office Operations
- One Stop Operator

$2,039,825

- System support & Development
- AJC Support

18.1%

Workforce Innovation and Opportunity Act (WIOA) "Formula" Grants

PY18 Youth - Department of Labor WIOA Funds

Project Term:	4/1/2018 – 6/30/2020	***Participants:***	TBD
Carry In Funds:	$ 157,432	***Total PY17 Funds:***	$1,424,105
PY18 Funds:	$ 1,266,673		
FY19 Funds:	N/A		

***Project Summary*:** To enhance youth education, encourage school completion through alternative educational programs, and provide exposure to the world of work through apprenticeship and career exploration.

***Major Partners*:** Res Care Services,

***Target Participants*:** Young people who are ages 14 through 24, who are low income, and who may need help to complete an educational program or find and hold employment. To be low income, one must be receiving welfare or food stamps, homeless, a foster child, or have a family income that meets specific income guidelines.

PY18 Adult- Department of Labor WIOA Funds

Project Term:	7/1/2018 – 6/30/2020	***Participants:***	TBD
Carry In Funds:	$ 244,067		
PY18 Funds:	$ 200,978	***Total PY17 Funds:***	$ 1,511,922
FY19 Funds:	$ 1,066,877		

***Project Summary*:** The program goal is to increase employment and employment retention for participants and to provide employers with a skilled workforce and qualified applicants.

***Major Partners*:** Career Path Services, Employment Security Department, Training providers

Target Participant: People who are 18 years and older, are legally entitled to work in the United States and have met selective service registration requirements.

PY18 Dislocated Worker - Department of Labor WIOA Funds

Project Term:	7/1/2018 – 6/30/2020	***Participants:***	TBD
Carry In Funds:	$ 557,187		
PY18 Funds:	$ 242,094	***Total PY17 Funds:***	$ 1,945,560
FY19 Funds:	$ 1,146,279		

***Project Summary*:** The program goal is to increase employment and employment retention for its participants and to provide employers with a skilled workforce and qualified applicants.

***Major Partners*:** Career Path Services, Employment Security Department, Training Providers

***Target Participants*:** Workers who lost jobs due to plant closures, company downsizing, or some other significant change in market conditions. In most cases, it must be unlikely that these dislocated workers will return to their previous employment, and they must be eligible for (or have exhausted) unemployment compensation. Other conditions can lead to eligibility, such as being self-employed (but not working as a result of general economic conditions), or being a displaced homemaker.

PY18 Admin Cost Pool – Department of Labor WIOA Funds			
Project Term:	7/1/2018 – 6/30/2020	**Participants:**	N/A
Carry In Funds	$ 425,575	**Total PY18 Funds:**	$ 861,610
PY17 Funds:	$ 189,970		
FY18 Funds:	$ 245,906		
Project Summary: Admin costs to support administrative functions of WIOA formula funds.			

Competitive Grants

Camo2Commerce			
Project Term:	1/1/2014 – 12/31/2018 (*Total Grant Award $12,086,385)*	**Participants:**	2100
		Total PY18 Funds:	$1,419,350
Project Summary: Provide assistance for approximately 1350 transitioning service members from Joint Base Lewis-McChord (JBLM). Provide case management, supportive services and training to help them apply the sought after skills they acquired through military service in the civilian workforce.			
Major Partners: WorkForce Central, Thurston County Economic Development Council, Thurston County Chamber, Morningside, Pierce Co Chamber, IDEO, Training Providers			
Target Participants: Transitioning service members taking the next step towards a civilian career.			
TAP-Upskill/Backfill Demonstration Project-Healthcare			
Project Term:	07/01/2017 – 3/31/2019	**Participants:**	65
		Total PY18 Funds:	$ 150,000
Project Summary: To Upskill less-skilled laborer and aide positions in-home and in health care setting to CNA positions in long-term and acute care facilities.			
Major Partners: Centralia College, South Puget Sound CC, Morton General Hospital, Providence, ALTSA			
Target Participants: Entry level healthcare workers			
Rapid Response Increased Employment			
Project Term:	7/1/2017 – 6/30/2019	**Participants:**	44
		Total PY18 Funds:	$ 383,464
Project Summary: To increase employment, emphasize process improvement, and layoff aversion strategies amongst DW enrollments.			
Major Partners: Career Path Services, ResCare, Childcare Action Council			
Target Participants: Dislocated Workers			
Career Connect WA			
Project Term:	1/1/2018 – 09/30/2019	**Participants:**	50
		Total PY18 Funds:	$ 943,650
Project Summary: Increase youth participation in high-impact, comprehensive Career Connected Learning Experiences and support the expansion of registered apprenticeships for you and/or adults.			

Major Partners: AJAC, Career Path Services, ResCare, ESD 113, Timberland Library, PEI,
Target Participants: Adults and Youth

WorkFirst Grants

Department of Commerce – Work First PY18

Project Term:	07/01/2018 - 06/30/2019	***Participants:***	900
	Total PY18 Funds:	$ 1,369,644	
***Project Summary*:** A multi county WorkFirst Program which provides opportunities for participants to learn and develop marketable employment skills, gain work experience as well as confidence.			
***Major Partners*:** DSHS, Employment Security Department, and Community Colleges in Thurston, Mason and Lewis counties.			
***Target Participants*:** WorkFirst parents are those receiving temporary aid to needy families and referral from DSHS in Thurston, Mason and Lewis counties.			

Other Grants

Thurston County Jail Pre-Employment Skills

Project Term:	01/01/2018 -12/31/2018	***Participants:***	100
	Total PY18 Funds:	$ 65,000	
Funding Note: *2018 funding of $119,343*			
***Project Summary*:** Pre-employment skills training workshops for the Drug Court population and job search services for Work Release inmates referred to Thurston County WorkSource.			
***Major Partners*:** Thurston County Sheriff's Office and Employment Securities Department			
***Target Participants*:** Offenders who are preparing for release or who are in work release and housed in Thurston County Jail.			

MyJOB Juvenile Rehabilitation (JRA) Employment Pathway Program

Project Term:	05/01/2016 – 07/15/2019 *(Total Grant Award $ 3,450,000.00)*	***Participants:***	1350
	Total PY18 Funds:	$ 1,374,369	
Project Summary: To better prepare youth, ranging from ages 13 to 21, for a pathway to employment in RA's juvenile institutions and community facilities.			
Major Partners: DSHS, DVR, Green Hill School, Naselle Youth Camp, Echo Glen Children's Center			
Target Participants: Youth within juvenile institutions and community facilities			

DVR Pre-Employment Skills Training

Project Term:	03/16/2018 – 03/15/2020 *(Total Grant Award $ 496,000.50)*	***Participants:***	90
	Total PY18 Funds:	$ 396,000	
Project Summary: Pre-employment transition services to students with disabilities ranging from 16 to 21, who have Individualized Educational Programs (IEPs) or 504 Plans, or disabilities that qualify students for special education under the Individuals with Disabilities Education Act (IDEA) or accommodations under Section 504 of the Rehabilitation Act of 1973, as amended.			

Major Partners: DSHS; Morningside, ARC of Grays Harbor, and Grays Harbor Youth Works			
Target Participants: Students with disabilities ranging from 16 to 21 with IEP or 504 plans.			
Saltchuk			
Project Term:	No End Date *(Total contribution of $27,500)*	***Participants:***	N/A
	Total PY18 Funds:	$ 5,000	
Project Summary: Support for networking and hiring events and scholarship fund			
Major Partners: Interstate, Saltchuk			
Target Participants: Transitioning service members			
Grays Harbor Foundation Grant*			
Project Term:	No End Date *(Total Grant Award $ 76,500)*	***Participants:***	N/A
	Total PY18 Funds:	$ 1,000	
***Project Summary*:** Provide support services for dislocated workers in Grays Harbor.			
***Major Partners*:** Dr. Mandich Foundation			
***Target Participants*:** Dislocated Workers in Grays Harbor.			
Dawkins Trust			
Project Term:	No End Date *(Total Grant Award $ 24,000)*	***Participants:***	N/A
	Total PY18 Funds:	$ 15,000	
***Project Summary*:** Provide funds for Youth Uplift! support and supplies			
***Major Partners*:**			
***Target Participants*:** Youth			

	Funding	Participants
Total PY18 Funds and Participants Served	**$ 11,865,674**	**TBD**

PACIFIC MOUNTAIN WORKFORCE DEVELOPMENT

SUMMARY: Upskill-Backfill Initiative (UBI)—PacMtn Life Science Project

The overarching goal of the Upskill-Backfill Initiative (UBI) grant is to improve businesses' ability to compete. The PacMtn Life Science UBI projects were designed for:

- Businesses to grow their workforce in the period after the program intervention
- Businesses to increase number of skilled workers
- Current employees to see an increase in income
- Unemployed and underemployed individuals to secure employment at livable wages at participating employer sites

The Pacific Mountain Workforce Development Council (PacMtn) is currently partnering with multiple businesses and colleges in East Lewis, Thurston, and Grays Harbor counties to provide an upskill/backfill track for healthcare professionals. The project tracks focus on paths from home health care aide (HHCA), to health care aide (HCA), to certified nursing assistant (CNA), to medical assistants (MA). The East Lewis County and Grays Harbor demonstration project focuses on the distinct challenges of building a health care worker upskill-backfill pipeline in remote rural communities. The Thurston County demonstration project focuses on an upskill-backfill pipeline into and through a larger employer with multiple facilities in a medium density labor market. The Grays Harbor project will provide an opportunity for a rural/non-urban upskill-backfill project that target entry-level health care workers and allow them opportunities to develop along a nursing pathway towards a MA certification.

PARTNERS

The following partners are participating in the demonstration projects:

1. **Morton General Hospital (MGH) -** MGH is a rural acute care medical facility, and the primary health care employer in East Lewis County with a high need for CNAs. MGH has a small internal pipeline from housekeeping and similar lower-skilled positions. However, the current pipeline is primarily external.
2. **Heritage House -** Heritage House is a moderate sized assisted living community in East Lewis County. Many of the employees are in lower-skilled HCA positions. While these positions do require professional training, Heritage House may be interested in upskilling several positions to CNAs if training and/or a qualified labor force is available.
3. **Providence Mother Joseph -** Mother Joseph is a transitional and long-term skilled nursing care center in the City of Olympia. It is a significant employer of CNAs and other health care positions. Mother Joseph experiences significant 'churn' of long-term care CNAs that move to higher paid acute care CNA positions at the Providence St. Peter's facility.
4. **Providence St. Peter's Hospital** - St. Peter's is a large regional acute care medical facility in the City of Olympia. It is one of three 'magnet' hospitals in

Washington State that are nationally recognized for nursing excellence. It is a significant employer of CNAs and other medical professionals in the region. Providence provides most of its own training, and St. Peter's hires many of its CNAs internally from Mother Joseph.

5. **Centralia College East (CCEast)** - CCEast, located in the Town of Morton, is a branch campus of Centralia Community College, and serves the rural residents of Eastern Lewis County. CCEast delivers both basic skills and health care certificate training, as well as serves as local project manager for the demonstration project.
6. **Aberdeen School District in partnership with Grays Harbor College** will expand workplace learning opportunities for 20 existing workers along the nursing pathway. This projects moves students into a high-demand career by supporting and training them in a health care setting. Emphasis will be on increasing work based learning opportunities while in training and also to work with local employers to incorporate preceptors into the training model.
7. **South Puget Sound Community College (SPSCC)** is located in Olympia, Washington and has a branch campus in Lacey, Washington. SPSCC will provide an opportunity for less-skilled aide and labor positions to advance to more-skilled nursing assistant certified (NAC) positions in both long-term and acute care facilities.

TERM of SERVICE

Purpose of this contract is to implement Upskill/Backfill initiative within the healthcare industry. Work will be completed by **March 31, 2019.**

PERFORMANCE METRICS

	2017 Apr - Jun	2017 Jul - Sept	2017 Oct- Dec	2018 Jan - Mar	2018 Apr - June	2018 Jul - Sept	2018 Oct - Dec
Upskill training completions	0	0	10	25	40	55	65
Upskill Incumbent Worker positions filled	0	0	8	18	28	38	47
Backfill positions filled	0	0	5	10	15	20	24

Deliverables, Timelines, Activities, & Outcomes			
Deliverable	**Timeline**	**Activities to accomplish outcome**	**Anticipated Outcomes**
Deliverable 1: Provide training to 65 upskill/backfill workers	April 2017 – December 2018	• Enroll 65 upskill/backfill workers in certified training • Deliver training to 65 incumbent workers	• 65 workers complete training and promote to new positions with wage progression
Deliverable 2: 47 workers will promote into higher paying or skilled positions	April 2017 – December 2018	• Partner with local employers and training providers to create upskill opportunities. • Develop incumbent worker contracts with local employers	• 47 workers promote into higher paying or higher skilled positions
Deliverable 3: Recruit 24 job seekers to fill vacated positions	April 2017 – December 2018	• Work with WorkSource partners to recruit/outreach WIOA eligible seekers • Provide employment support	• 24 hired into healthcare industry
Deliverable 4: Draft Sustainability Plan	By June 30, 2018	• Gain partner, including businesses, commitment to sustain USBF initiative • Assess LWDB policies • Participate in Learning Community	• Draft Sustainability Plan submitted to State Workforce Board • Draft plan approved by State Workforce Board
Deliverable 5: Sustainability Plan	By December 31, 2018	• Finalize Sustainability Plan • Submit Plan to ESD and State Workforce Board	• State Workforce Board approved final Sustainability Plan